

STANDARD FORM NO. 64

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800110001-9  
*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: 14 June 1963

FROM :

*For the Record*

SUBJECT: Disposition of Personnel Applicant Files

1. The disposition instructions for applicant files (RCS 40-60, POD/TRB, item 6) were today approved by the CIA Records Administration Officer. This approval was based on concurrence of the Director of Personnel in a Staff Study of 17 August 1962 recommending these retention periods, and on concurrence of the Chief, Personnel Operations Division.

2. Both OP and Records Center were notified of this action by phone.



STAT

TRANSMITTAL SLIP		DATE
TO:		6/11/63
ROOM NO.	BUILDING	
REMARKS:		
<p>Per our telecon of to-day -- if the disposition instructions do not meet with your approval, pls feel free to change wording, but [redacted] wants the <u>specified destruction dates</u> and <u>categories of Applicant Files</u> to be kept as shown if at all possible.</p> <p>Fred, if you cannot approve immediately, pls get us a deposit number so that we can get some of the Applicant files on the way.</p> <p>After your approval, I will (or Joan will) contact Roger and tell him the new Page # to help them in assembling (Over)</p>		
FROM:		
ROOM NO.		
FORM NO. 241 1 FEB 55		
REPLACES FORM 36-8 WHICH MAY BE USED.		
☆ GPO : 1957-O-439445 (47)		

the TRB section of the RCS and in  
locating the pages for later use.

Thanks,

[redacted]

PS I did not check this out with  
[redacted] - thinking of course  
that [redacted] or Mary should or would  
~~clarify~~ clarify any questions with him.

Cleo

STAT

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Approval of Revision to RCS 40-60 (POD/TRB Item 3 and 6)

FROM:

Office of Personnel

EXTENSION

NO.

DATE

11 June 1963

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. CIA Records Admin Off  
(Attn: Mr. [redacted])  
604 1016 16th St

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

The attached is for your review and approval (or revision).

POD/TRB Item 3 @ Official Personnel Folder File

Contains authority for breaking file and forwarding papers documenting Federal Service Prior to CIA Employment to the Federal Records Ctr.

POD/TRB Item 6 - Applicant Files

Revision contains three types of applicant files shown as Item 6 a, 6 b, and 6 c with recommended disposition of each category specified on right hand side of Form 139a.

Because of the area of disagreement between OP and Cover which may have to be resolved before you can sign off on this revision, will you please grant authority for Mr.

[redacted] to furnish us a Deposit number pending resolution of the differences. We have approximately 40 boxes which should be released immediately because of space shortage. Pls refer any questions to [redacted] You will see that C/POD has signed off as approving authority for OP.

The other items under POD/TRB remain as on RCS 40-60.

If you wish to have the pages retyped pls advise. Thanks,